

# Event Logistics Template

Date(s) of Event \_\_\_\_\_ Time \_\_\_\_\_ Date of \_\_\_\_\_

Request \_\_\_\_\_

Sponsor \_\_\_\_\_ Staff \_\_\_\_\_

Contact \_\_\_\_\_

Contact \_\_\_\_\_

Telephone \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_

Description of Event: \_\_\_\_\_

Locations(s): \_\_\_\_\_

\_\_\_\_\_

Number of Performers: \_\_\_\_\_ Estimated Audience: \_\_\_\_\_ Tickets sold: ☐ Yes ☐ No

Type of Audience: ☐ Public ☐ Private ☐ Other: \_\_\_\_\_

Will beverages be served? \_\_\_\_\_

Provider: \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_

Provider: \_\_\_\_\_

\_\_\_\_\_

Will food be served? \_\_\_\_\_

Provider: \_\_\_\_\_

Entertainment: \_\_\_\_\_

\_\_\_\_\_

Piano to be used?: \_\_\_\_\_ Tuning Required \_\_\_\_\_ Tuning Date \_\_\_\_\_ Bill to \_\_\_\_\_

<b>Enter time each day for the following:</b>	<b>Date</b>	<b>Date</b>	<b>Date</b>	<b>Date</b>	<b>Date</b>
Initial entry for delivery and setup:					
Open Entrance:					
Activity 1:					
Activity 2:					
Activity 3:					
Activity 4:					
Close Entrance:					
End Clean-up and Exit:					

<b>Staff Hours Required: (number X hours)</b>	<b>Date</b>					<b>Total</b>
Security Officers:						
Security Monitors:						
Event Staff:						
Audio/Visual Assistants:						
Other:						

<b>Equipment</b>	<b>Provided by</b>			<b>Location</b>
	<b>Staff</b>	<b>Sponsor</b>	<b>Other (specify)</b>	
Serving Tables (2)				
8' Round Dining Table				
5' Folding Tables (2)				
Butler Trays (4)				
Trash Cans				
Chairs				
Portable Lectern				
Lavaliere Microphone				
Slide Projectors				
Film Projectors				
TV/VCR				
Video Projector				
Other A/V:				
Easel				
General Clean-up				

<b>Fees:</b>	<b>Estimated</b>	<b>Adjustments after event</b>	<b>Final</b>
Security Staffing:	\$		\$
A/V Staffing:	\$		\$
Event Staffing:	\$		\$
A/V Equipment Fee	\$		\$
General Support Fee	\$		\$
Total	\$		\$

	<b>Approval with any reasons/conditions</b>	<b>Date</b>
Events Committee:		
Director:		

**Comments:**